PURCHASE REQUISITION

BARBOUR COUNTY BOARD OF EDUCATION
45 SCHOOL STREET
PHILIPPI, WV 26416
PLEASE RETURN TO: BOARD OF EDUCATION OFFICE

PLEASE CIRCLE YOUR LOCATION & FUNDING

PURCHASE ORDER # _____

LOCATION: **BES BMS JES KES/KMS PES**

PMS PBHS BOE Maintenance Transportation

FEDERAL PROGRAMS:
TITLE I TITLE II TITLE IV TITLE V

STATE/OTHER PROGRAMS:
STEP 7 Other: _____

CHECK ONE:

Instructional Supplies	(11111)	☐
Parent Involvement	(12170)	☐
Staff Development	(12213)	☐
PK Inst. Supplies	(11121)	☐
Homeless	(12111)	☐

Other (Specify) _____

VENDOR: _____

ADDRESS: _____

_____

BUDGET CODES:

_____

QTY	CATALOG NO	COMPLETE DESCRIPTION OF ITEM	UNIT	TOTAL

Requisition must be signed and dated for each level of approval.

Requisition Page _____ of _____

Requisitioned by: _____ **Date:** _____

Principal's Approval: _____ **Date:** _____

Program Director's Approval: _____ **Date:** _____